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57-4008

19 November 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Agency Imprest Fund - Office of the Director

1. This memorandum requests action by the Deputy Director (Support). Such action is contained in Paragraph 3.

2. There is maintained in the Office of the Director an Imprest Fund in the amount of \$2,000.00. This fund is used for operational and entertainment expenses incurred by the Director. The undersigned has been custodian of this fund since 1 August 1956, by memorandum of authorization from [REDACTED] to the Comptroller, dated 27 July 1956. Present practice requires that the Director or the Deputy Director approve the monthly accounting for this fund (Form No. 282).

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3. It is requested that the feasibility of granting authority to the Executive Officer, [REDACTED] to approve the monthly voucher be determined. If such action is feasible and appropriate, the Director will be requested to delegate this authority to [REDACTED]

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SIGNED

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[REDACTED]
Assistant to the Director

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